



***DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES***



CAREER OPPORTUNITY

RECRUITING BULLETIN

Announcement No. 06-CDFI-006P:

Position: Financial and Program Analyst, GS-0301-09/11/12/13

Type of Appointment: Permanent

Full Promotion Potential: GS-13

Organization: Community Development Financial Institutions (CDFI) Fund
Policy and Programs
601 13th Street, NW
Washington, DC

Number of Vacancies: Multiple

Duty Station: Washington, DC

Opening Date: 1/03/06*

Closing Date: 7/31/06

Bargaining Unit: No

Sensitivity: Noncritical

Salary Range:

GS-09: \$44,856 - \$58,318

GS-11: \$54,272 - \$70,558

GS-12: \$65,048 - \$84,559

GS-13: \$77,353- \$100,554

For more information call:

Sherri Leasure, (304) 480-8372

CDFIINQUIRIES@BPD.TREAS.GOV

* Applications received will be reviewed **monthly** after the opening date of this announcement. Complete application packages received before midnight on the following dates will be considered for the previous month: **January 31, February 28, March 31, April 30, May 31, June 30, and July 31**. All applicants will be notified of the status of their applications. Qualified applicants will be considered **one time only**. Applicants who wish subsequent consideration must **reapply** to this announcement.

WHO MAY APPLY

Any U.S. Citizen. All applicants selected under this announcement may be required to serve a one-year probationary period.

PLEASE NOTE

- Selectee must undergo appropriate tax checks.
- Benefits: 10 Paid Holidays ~ Paid Annual & Sick Leave ~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans offered in the private sector)
- No relocation expenses will be paid.
- If selected, you must
 1. Be eligible for a Personal Identity Verification (PIV) Credential*,
 2. Have a successfully adjudicated background investigation appropriate to the position, and
 3. Maintain PIV Credential eligibility during your employment.
- The applicant selected for this position may be required to complete a financial disclosure form.

* This is a routine security check.

DUTIES

Several full time (40 hours per week) positions are available for Financial and Program Analysts in the organization of **The Community Development Financial Institutions (CDFI) Fund**. The Fund is charged with promoting economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance. The CDFI Fund's website address is **www.cdfifund.gov**.

The incumbents may report to any one manager within the Policy and Programs Division, and is responsible for assisting in the implementation of the Fund's programs. Specific duties include: evaluating applications for certification as CDFIs and as Community Development Entities (CDEs); evaluating applications for technical or financial assistance awards and allocation of tax credit authority; participating in the development of policy and guidance with respect to the implementation of the Fund's programs; conducting outreach and training on the Fund's programs; and other tasks related to implementation of the CDFI, New Markets Tax Credit (NMTC) and Bank Enterprise Award (BEA) Programs, and other programs as may be administered by the CDFI Fund.

ELIGIBILITY REQUIREMENTS

Candidates must be U.S. citizens.

QUALIFICATION REQUIREMENTS

Candidates must meet all qualification requirements, including the following, by the closing date of the announcement:

Specialized Experience:

GS-09: Fifty-two (52) weeks of experience at the GS-07 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

GS-11: Fifty-two (52) weeks of experience at the GS-09 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

GS-12: Fifty-two (52) weeks of experience at the GS-11 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

GS-13: Fifty-two (52) weeks of experience at the GS-12 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

OR

Education (attach copy of transcript or list of college courses designating semester or quarter hours earned to ensure proper credit):

GS-09: Master's or equivalent graduate degree **OR** 2 full years of progressively higher level graduate education leading to such a degree **OR** LL.B. **OR** J.D., if related.

GS-11: Ph.D or equivalent doctoral degree **OR** 3 full years of progressively higher level graduate education leading to such a degree **OR** LL.M., if related.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSIBLE.

RATING

BASIS OF RATING:

In addition to an application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé), all qualified applicants will be rated on written documented experience (including voluntary experience) relating to the "rating factors/Competencies/Knowledge, Skills, and Abilities (KSAs)." listed below. **Applicants must address the Rating Factors, in writing, clearly demonstrating how their knowledge, skills, and abilities have provided them with the ability to perform the duties of the position.**

To be well qualified, an applicant from the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Program (ICTAP) must receive on average an overall rating of at least the middle level in a three-level crediting plan.

Rating Factors:

1. Knowledge and experience in the community and economic development finance field, including CDFIs, CDEs and other institutions that finance community and economic development activities.
2. Demonstrated skill in analysis of complex issues, including the ability to evaluate financial statements, financial projections, governance structures, products and services, economic markets and other factors used in underwriting and analyzing investments in businesses, real estate projects, or other community development organizations (including CDFIs, CDEs, and other for-profit and non-profit financial intermediaries). Candidates should be able to demonstrate skills in this area and their likely ability to apply these skills in the context of community and economic development initiatives.
3. Knowledge of or experience in developing or implementing loan and investment underwriting, funding or eligibility election guidelines and/or policies and procedures relating to the administration of financial or technical assistance programs, particularly in the field of community and economic development or finance fields. Candidates should be able to demonstrate skills relating to the development or implementation of review/underwriting criteria.
4. Oral and written communications skills, including the ability to communicate program policies and requirements to diverse audiences, and the ability to present analytical findings orally and in writing. Candidates should be able to present and articulate their communications skills and experiences including communicating technical matters in writing and verbally to small and large audiences.

HOW TO APPLY

Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position.

Applicants will be notified as to the status of their applications.

All applicants are required to submit the following:

1. An application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé). Applicants should clearly indicate all experience (including dates and number of hours spent per week), training, include volunteer work experience, education, and awards relevant to the qualification requirements. Training or self-development activities must reflect course title, classroom hours completed and date(s). Do not send position descriptions.
2. A written description of any relevant knowledge, training, experience, including voluntary experience, education, awards, etc. relating to each specific rating factor (found under the "Rating" section of this announcement). Address each rating factor separately. **This is in addition to the application as described in #1.**

In addition:

Veterans Claiming Preference are required to submit the following:

5-points: A Member 4 copy of your DD-214, OR other documentation showing dates of service and type of discharge (i.e., Honorable).

10-points: Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (all four are required):

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, **OR** are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service;
 2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
 3. **CTAP eligibles:** a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.
ICTAP eligibles: a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and
 4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).
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WHERE TO APPLY

The CDFI has contracted with the Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising the CDFI vacancies and extending job offers.

Complete application packages must be received no later than 11:59 p.m. (EST) of the closing date of this announcement. Applicants have the following choices in submitting applications and other forms:

- **E-mail:** application packages must be in PDF format, Microsoft Word 97 (or later) format, Rich Text Format (RTF), Plain Text. Other formats may not be readable by the Human Resources Division. **ZIP files will NOT be accepted.** You can send your e-mail to CDFIINQUIRIES@BPD.TREAS.GOV ;
- **FAX:** you can submit application packages to (304) 480-8359 or 304-480-8292; OR
- **MAIL:** you can submit application packages to the following address:

TFESB – CDFI, Room A3-C
Bureau of the Public Debt
200 Third Street
Parkersburg, WV 26106-1328

It is the responsibility of the applicant to ensure that all materials are received by BPD on time and that the materials submitted are properly received and readable. If illegible documents are received, which are required for a complete application package, then the applicant will be removed from consideration for this position.

Applicants will be notified as to the status of their applications.

Forms are available at www.usajobs.opm.gov or by calling (304) 480-8308.

Hard of hearing or deaf individuals may obtain information via TDD (304) 480-8341.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.

EQUAL EMPLOYMENT OPPORTUNITY

All candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability (if not a job factor), or membership in an employee organization.
